



<http://www.cnybobcats.com>

CNY Bobcats Hockey Association
2017---18 Handbook and Policy Manual

Member of USA Hockey and New York State Amateur
Hockey, Central Section

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OUR PHILOSOPHY

The CNY Bobcats Hockey Association sponsors girls' hockey teams for players and families from Oneida and adjacent counties. We are affiliated with and follow the rules of USA Hockey and New York State Amateur Hockey ("NYSAHA"). Our mission is to provide opportunities for girls ages 4---19 to learn and enjoy the game of hockey. We sponsor NY State tournament---bound teams as well as developmental "house" teams.

The CNY Bobcats Hockey Association is dedicated to fostering the social, personal and athletic growth of girls through the game of ice hockey. We strive to provide each player with an age and skill appropriate experience that supports and challenges each player to develop the individual skills, teamwork and discipline needed to achieve success in hockey and in life.

We expect coaches to work with all players who are prepared to commit to maximum participation in practices and games. Coaches should strive to foster the love of the game and the development of all players, regardless of each player's level of skill.

Above all hockey should be fun. Hockey is a competitive sport, and desiring to win should be inherent in its play. Coaches should strive to use players' desire to be successful to motivate them and promote development. Team wins should be the result of player and team development, achieved by asking every player to commit to contributing her best effort to the success of the team.

Age, size, personality and natural talent will vary amongst our players. Coaches must be alert to the individual personality of each player and seek to instruct and challenge all players to be as good as they can be. All players who come to practice regularly, work to improve and support their teammates should get significant and substantially equal ice time in games. A coach is successful when all players have fun, improve skills and believe that they have contributed to the success of the team.

CNY Bobcats hockey is designed to be a fun, challenging and successfully rewarding experience. We believe that competing on an all---girls team brings out the best in our players. Regardless of whether our teams are competing against other girls' teams, or against mixed teams, we believe the social atmosphere of girls hockey is most conducive to the development of our players.

BOARD OF DIRECTORS

The CNY Bobcats Hockey Association is operated by a nine---person Board of Directors. Board elections occur in April, at the end of the season. New board members are welcomed and desired. Directors each serve two---year terms. If you are interested in serving as a board member, we encourage you to contact a current board member to learn more about the duties involved.

2017-18 Board of Directors

President, Scott Rey
Vice President, Benjamin Heselton
Secretary, Tamara Penree
Treasurer, Timothy Tynatishon
Director, Tammie Kiger
Director, Heather Hillage
Director, Nick Calicchia

Other Key Positions

ACE (Association Coaching and Education) Coordinator, Tammie Kiger
ADM (American Development Model) Coordinator, Tim Tynatishon
Adult Education Coordinator, Benjamin Heselton
Apparel Coordinator, Tim Tynatishon
Equipment Coordinator, Tim Tynatishon
Ice Scheduler, Benjamin Heselton
Registrar, Tammie Kiger
SafeSport Coordinator, Tammie Kiger
Sponsorship Coordinator, Tim Tynatishon
Tournament Director, TBA

Contact information for board members is available on the CNYBHA website: www.cnybobcats.com. Please feel free to contact any board member with questions, concerns or feedback.

COMMITMENT AND EXPECTATIONS

Players and parents should expect that commitment to a CNYBHA team requires a significant amount of your time each week, with, on average, two practices and two games per week. Coaches of all teams, travel and house, will expect that players will attend all practices and games absent a legitimate excuse. Communicating to a coach when a player cannot attend a practice or game is essential to the coach's preparations. Coaches will have their own rules regarding specific procedures regarding absences. These rules should be clearly explained at an early season parent meeting. Please respect these rules and the need to establish procedures for each team. The CNYBHA board will generally support its coaches in the implementation of team rules. Please respect the need of coaches to establish rules that maintain order for each team.

We cannot stress enough that the commitment undertaken by our players is very significant. From November to March, we expect that tournament bound hockey at the 14U level and above takes precedence over other sports. Please be sure that parents and players alike understand this at the time of registration. Please contact a coach or any member of the board if you have questions about the time commitment or expectations.

COACHES' JOB DESCRIPTION

USA Hockey and the Coaching Education Program (CEP) require both certification and registration to be eligible to coach. Registration is done online on a yearly basis. Background screening, SafeSport training and Certification is also required before any coach can participate in on-ice activities.

The role of coaches is to teach, lead and instruct players of a designated team.

Head coaches report to the ACE coordinator.

Measures of success for head coaches:

- Players improve as hockey players
- Players improve as people
- Players have fun and enjoy participating in hockey
- Create a team environment

Coaches' responsibilities:

- Abide by the guiding principles of CNYBHA
- Must follow USA Hockey rules and guidelines of coaching
- Be well organized in practice and game preparation
- Show 100% commitment to your team
- Treat all players with respect and in an unbiased fashion
- Be a positive role model at all times
- Create a positive learning environment for players, regardless of skill level
- Continuously seek ways to improve coaching knowledge
- Treat opposing coaches and players with respect and ensure that players do the same
- Treat officials with respect and ensure that players do the same
- Wear a helmet when on the ice
- Monitor locker room behavior and ensure an approved representative is in the locker room at all times
- Use creative coaching for equitable ice time for all players
- Understand USA Hockey and NYSAHA rules and abide by them at all times. CNYBHA has ZERO TOLERANCE for violations of these rules.

Coaches' rights:

- Be treated with respect by players and parents
- Access to all resource material available through CNYBHA and USA Hockey
- Access to all necessary practice and safety equipment
- Support from CNYBHA Board of Directors

TEAM MANAGERS

Team managers are essential parent volunteers. The team manager maintains close communication with coaches, parents and the board, and facilitates communications amongst these groups. For tournament-bound travel teams, the team manager works closely with the registrar, board and head coach to maintain the team book, which includes official USA Hockey rosters and score sheets from each game the team plays. The team manager also helps coordinate the following volunteer roles for parents:

- .. **Game scheduler:** The game scheduler works with the master ice scheduler to schedule home and away games. Some coaches choose to handle this duty; it may also be performed by the team manager.
- .. **Locker room monitor:** USA Hockey recommends that an adult be present in the locker room at all times. Locker room monitors must complete the volunteer screening process per USA Hockey and NYSAHA policy. *No cell phones or cameras are permitted in the locker room.*
- .. **Game day coordinator:** This volunteer schedules parents to perform game-day functions, such as keeping the score clock and score sheet and working penalty boxes.
- .. **Travel coordinator:** Coordinates hotels, ride arrangements, food and directions for away games and tournaments.

Each team is different and will combine and coordinate these and other team functions as it sees fit. Regardless, each player's parents are expected to volunteer in some way and support their team.

“MOVE UP” POLICY

1. “Rostering up”

It is the policy of the association that player development is usually best promoted by players playing on a team within their appropriate age group as defined by USA Hockey. The association further recognizes that, in special circumstances, it may be appropriate for a player to move up to a higher age group. In such situations, a player may request to be considered to be rostered on a team that is above her age group. Per USA Hockey rules, no 8u player is allowed to play up. All requests to “play up” will be considered using the following procedures:

- A.) A player seeking to play up must apply to do so, in writing, to the association’s Board of Directors.
- B.) The head coach of the player’s appropriate age group team and the head coach of the above age group team must be notified of the request and given the opportunity to participate in the decision.
- C.) The player’s skills on the ice must be sufficient to place the player in either the top 5 non---goalies or the top goaltender on the above---age team. When a player has no team on which to play at her age---appropriate level due to lack of a team in the Bobcats organization, she is exempt from this top---player requirement.
- D.) The association’s Board of Directors shall have the final say on whether or not a player can move up and will make its decision after giving all parties involved (player/parents, coaches of each team) a chance to address the board.

2. Incidental playing up

The association recognizes that it is often appropriate and/or necessary during the course of the season to permit a player from a younger age group team to play in a game for a team of an older age group. Such instances shall be governed by the following limitations/rules:

- A.) A player may be invited to play up by the head coach of the older---age group team. The head coach of the player’s team must be notified of the invitation, and the invitation must not conflict with a scheduled game or practice scheduled for her regular team.
- B.) No player shall be allowed to play for a team more than one age group above her own.
- C.) No more than three under---aged players may play up in each game. D.) No individual player may play more than three “up” games in a season.

3. Violations

Any coach who knowingly violates the provisions of this policy will be subject to discipline as determined by the Board of Directors.

TEAM PARTICIPATION POLICY

It is the policy of the association that no association team, 10U and up, shall commence a game or tournament with less than eight skaters and a goalie. In the event that a team cannot field the minimum number of players for a scheduled game, the team may not proceed to play the game. The association reserves the right to make exceptions to this policy for sectional or state championship play.

Forfeits

In the event that an association team must forfeit or cancel a game due to a lack of players, the association reserves the right to assess any costs incurred due to the forfeit or cancellation (such as ice rental or referee fees) against the team and all of its members. Any team that forfeits or cancels two games in a season due to a lack of players shall be subject to review of the team's continued viability by the association's Board of Directors within seven days of the second forfeit or cancellation. The Board of Directors shall have sole discretion in such a situation as to whether the forfeiting team shall be discontinued for lack of players.

PARENTS' CODE OF CONDUCT

CNYBHA parents are expected to:

1. Allow coaches to coach. Our coaches have extensive hockey experience and training in player development techniques. Please let them do their job! Putting a player between the wishes of a parent and her coach is counterproductive to the player and the team. Please support your child by supporting the coach.
2. Keep comments positive. Hockey parents are notorious for placing too much stress on players, which can lead to players burning out at a young age. One of our primary goals is to develop a lifelong love for the sport of ice hockey. This goal is best promoted by keeping participation fun and positive.
3. Get your child to practices. Most player skill development occurs in practice (as opposed to games, where a player may touch the puck for less than a minute total). We strive to create a practice schedule that optimizes the chances for player and team development, while recognizing that our players have a primary responsibility to their schoolwork during the season. Please give your child the best chance possible to develop by getting her to practice on time as scheduled.
4. Model good sportsmanship. Children see and hear everything that you do. Please demonstrate good sportsmanship by refraining from yelling at referees, coaches and other parents. Violations of these sportsmanship and conduct rules may subject a parent to disciplinary action, up to and including dismissal of his or her child from the program. Parents may also be banned from attending games and practices when appropriate. Violations of USA Hockey's Zero Tolerance Policy will be dealt with according to USA Hockey's disciplinary procedures.
5. Make sure your child has proper equipment. The biggest factor in a player's safety on the ice is the equipment she wears. Equipment should fit snugly but comfortably. Particularly for beginning players, discuss any issues about equipment with a coach, as he/she has experience and can assist in fitting players properly.
6. Recognize the importance of volunteer coaches. They are important to the development of players and the sport. Communicate with them and support them.
7. Volunteer where you can. We are a small, volunteer---run organization that exists because of the interest of our participants. Please help out where you are able. There is a wide range of duties that need to be filled during the season as well as in the off---season. If you have an interest or talent that you can contribute to the success of the program, please contact a board member!

PLAYERS' CODE OF CONDUCT

CNYBHA expects players to:

1. Demonstrate good sportsmanship at all times
2. Respect opposing players and coaches
3. Refrain from using profanity on or off the ice
4. Listen to your coaches and show them respect
5. Refrain from fighting
6. Support your teammates by keeping your comments positive
7. Say no to drugs and alcohol and stay away from those who use them
8. Respect officials. Only coaches and designated players should talk to officials
9. Respect our arena and those we visit
10. Be a role model for the players younger than you in the association

CNYBHA recognizes that education is the primary responsibility in our players' lives. Any player who receives a school suspension may also be suspended from participating in CNYBHA activities during the length of the school suspension.

USA HOCKEY LOCKER ROOM POLICY

Hockey is a unique sport in that players must congregate in a locker room before every game and practice. This creates both a special opportunity for social interaction between teammates, as well as possible opportunities for conflicts. USA Hockey is concerned with the locker room activities between players and between players and adults (both “official” adults such as coaches and team monitors, as well as those unaffiliated with CNYBHA).

It is the policy of USA Hockey and all of its affiliates that at least one adult who has been subjected to a background screening and completed mandatory SafeSport training, be available to supervise the locker room at all times. CNYBHA takes the issue of player safety in the locker room seriously.

Players or parents who experience or witness inappropriate conduct by other players or by adults in the locker room area are obligated to report their concerns to a coach or board member.

Since we are an all-girls hockey organization, it is required that the locker room monitor be a female that has taken the necessary USA Hockey training and background screening. CNYBHA does not allow males in the locker room during practice and games starting at the 10u level. While we understand the need for younger players to get assistance while dressing/undressing, the player can seek help from the locker room monitor or leave the locker room to find assistance. Male Coaches are not allowed in the locker room, before or after practices/games, until locker room monitor notifies the coach(es) that it is safe to enter.

VALUABLES POLICY

The CNY Bobcats’ policy for items of any value left in locker rooms or public spaces at the rinks we utilize is that we, as an organization, are not responsible for lost or stolen items. We (the board, team liaisons, coaches, etc.), through this policy, are making our players, parents and coaches aware that theft is a real possibility, and that they should not bring valuables into the rink unless absolutely necessary. When necessary, they should bring their own locking safety devices to secure items and/or have their parent hold the item(s) during team events. Before, during and after practice or games, players, parents and coaches should look out for unusual or suspicious individuals in and around the locker rooms, rinks, parking lots, etc., keeping cars locked, and notify the proper authorities including law enforcement of such suspicion. We do not make our organization responsible for the belongings of individuals. The rinks we visit are often uncontrolled, unsecured buildings that typically refuse to accept responsibility for lost or stolen items.

ZERO TOLERANCE POLICY AND GRIEVANCE PROCEDURES

CNYBHA supports and adopts USA Hockey's Zero Tolerance Policy regarding violations of USA Hockey and NYSAHA rules. CNYBHA shall be responsible for ensuring that players, coaches and parents of participants conduct themselves in a mature and sportsmanlike manner at all times during CNYBHA activities. Players, coaches, officials and parents have the right to be treated in a respectful and non-abusive manner. In the event that a CNYBHA player, coach or parent fails to live up to this standard, the CNYBHA Board of Directors has the authority to review the alleged conduct and take disciplinary action where appropriate. This may include, but is not limited to, an immediate suspension from all CNYBHA activities. For any violation where a suspension is a possible penalty, the board will convene a Disciplinary Committee, and the accused person will be afforded the process outlined in Article 8 of the USA Hockey Annual Guide.

Coaching complaints

From time to time, there may be a question regarding the decisions of a coach, or where a coach's behavior seems inconsistent with the mission of the association as outlined in the coach's job description. In the event that a parent or player wishes review of a coach's conduct, the following procedures must be followed:

1. Discuss the issue directly with the head coach. Most times, the "24-hour rule" is most appropriate, meaning that the parent should wait 24 hours before addressing the coach to allow for a "cooling-off" period. It is expected that most issues can be worked out by such direct communications. However, such communications must remain respectful and professional. CNYBHA will not tolerate verbal or physical abuse of coaches.
2. If a player or parent does not get satisfactory resolution of the issue through direct communication with the head coach, the parent may then contact a member of the CNYBHA Executive Board (president, vice president, secretary or treasurer). The Executive Board will hear no complaint about a coach unless the issue has been discussed with the coach first.
3. After reviewing all of the information, the Executive Board will review the circumstances and present its findings to the full Board of Directors, which will take whatever action it deems appropriate for the circumstances.
4. The board will communicate its determination to all affected parties in a confidential manner. All board decisions on such issues are final, except to the extent that USA Hockey rules permit an appeal to section or state boards.

REGISTRATION

Each player committed to a team must be registered through both USA Hockey (https://www.usahockeyregistration.com/login_input.action) and CNYBHA. The USA Hockey/CNYBHA registration process not only enrolls your player(s) in our organization but it also provides insurance regarding your child. We all know hockey can be a rough sport, so without first providing us with your player's assigned USA Hockey number we cannot allow them onto the ice during any events relating to the CNYBHA. Any player found to be not registered with both USA Hockey and CNYBHA prior to the first official practice will be asked to remain off the ice until both registrations are complete. **NO EXCEPTIONS!**

REGISTRATION FEES, PAYMENT SCHEDULE AND RELEASE POLICY

CNYBHA players and parents must execute a player commitment form upon receiving an invitation to join a team after tryouts. This form is a requirement for registration. The commitment form binds the player to her CNYBHA team for the season and precludes the player from moving to another association until after the USA Hockey state or national tournament (depending upon age bracket) is complete.

Once the state/national tournament is completed, players may seek a release for the purpose of trying out for other teams. The only requirement for a player requesting a release is that the player's financial obligations be satisfied in full. No release will be granted to a player with an outstanding financial obligation, and no release will be denied to a player whose obligations are fully satisfied.

2017---18 Registration Fees

CNYBHA has an online registration process that permits payment by debit/credit cards. Registration fees are due, in full, by October 31, 2017.

Payment plans are available for 8u and 10u. First payment must be made prior to first official team practice to ensure insurance with USA Hockey is in place.

For 16u, full payment must be paid prior to the team's first game, unless prior arrangements have been made. Failure to settle balance by first game will result in the player not being able to participate until payment is made.

Registration fees:

8U — \$350

10U — \$675

16U Wrap — \$400

A \$25 late fee will be assessed, every 30 days, to each player who is not paid in full by the deadline. Failure to pay the registration balance by December 31, 2017 WILL result in the players being denied participation until payment is received.

Financial Assistance

At this time, CNYBHA does not have a formal financial assistance protocol. Because we are a small association with limited funding, registration fees drive our budget, and we have little capacity to provide relief from financial obligations. However, any parent experiencing financial difficulties is encouraged to contact the treasurer, who will present the circumstances confidentially to the Board of Directors for its consideration on a case---by---case basis. CNYBHA is not obligated to provide any financial assistance to any family.

TOURNAMENTS

It is up to the discretion of the coaches at to which Tournament(s) each team will participate in during the season. Tournaments will be announced, by the coaching staff, in the first few months of the season. Each player understands that they are responsible for payments of entry fees, accommodations and travel expenses. The cost will be determined by the total registration price divided by the number of players on the team. If a family is unable to attend a tournament, they must notify the coach 30 days prior to tournament start date. In this event, the player will not be responsible for their registration.

Failure to pay will result in the child not being able to participate in the tournament and will not be eligible for future tournaments until payment has been made, unless prior arrangement are made with the coaches.

Teams may organize fundraising events as a way to offset tournament costs.

DROP---OUT/REFUND POLICY

CNYBHA will provide refunds of registration fees under two specific circumstances:

1. Players who register for a team, but the team does not form due to a lack of sufficient number of players. The Team Participation Policy establishes the parameters for sufficient number of players, which must be in place on or before October 15 of the season. In such instances, a player's registration fees will be refunded in full, and the player shall be released from her commitment to CNYBHA.
2. Players who pay for registration but drop out of team participation before November 1 are entitled to a refund of any registration fees paid up to that point, less a \$50 administrative processing fee.

No refunds will be issued after November 1 of a given season.

FUNDRAISING

Fundraising is essential to offsetting registration and tournament fees, as well as other expenses. CNYBHA conducts at least one association-wide fundraiser each year. As the chosen event(s) approaches, parents and players will be advised of opportunities to offer assistance, especially by volunteering to work during the event, donating products and raffle prizes, or obtaining sponsorships.

Although participation in fundraising activities is not mandatory, it is strongly encouraged. If you know of a business or group who may be interested in supporting the unique opportunity we make available to girls in our area, please contact the association president. Our organization has 501(c)(3) status and therefore tax exempt. Different levels of Sponsorship are available.

Teams may wish to conduct additional fundraising activities during the season to help defray expenses such as tournament entry fees and apparel expenses. Prior to initiating any such fundraising activity, the person/team seeking to conduct the fundraising event must (1) notify and obtain the approval of the Board of Directors; and (2) credit any funds raised equally amongst team members. Failure to obtain board approval before initiating fundraising activities can result in confiscation of fundraising proceeds, subject to board approval.

UNIFORMS

It is expected that each registered player purchase matching uniforms with unique numbers. The Uniform consists of socks (home and away) and game jersey (home and away). Each player is required to bring and wear the appropriate game uniform to each game. In certain circumstances, the team may be required to wear the 'home' uniform while travelling to away games.

The uniform order form is found on the CNY Bobcats website under 'Online Store.'

Each player can choose a number they wish to wear, based on availability. The numbers are staggered between the different levels to ensure there are no duplicate number on the same team in any given year. If a player leaves CNYBHA, their number is held for two (2) consecutive seasons. If the player does not return to the organization for that 3rd season, their number will be released and can be worn by another player.

ACKNOWLEDGEMENT OF RECEIPT OF CNYBHA HANDBOOK AND POLICY MANUAL

The CNYBHA Handbook and Policy Manual contains important information pertaining to the participation in CNYBHA. I understand that I should consult the Board of Directors if I have any questions about the information contained in Handbook and Policy Manual.

A copy of this Handbook and Policy Manual has been given to me to retrain for future reference and/or I have been provided with the following website address where the Handbook and Policy Manual reside,

<http://www.cnybobcats.com/Documents>,

where I have obtained an electric copy of the document. I agree to familiarize myself with its contents and comply with the information provided.

I understand that this Handbook and Policy Manual is not intended to cover every situation which may arise during the season, but simply a general guide to the goals, policies, and expectation of CNYBHA.

I have received the CNYBHA Handbook and Policy Manual and I understand that is my responsibility to read and comply with the polices contained therein.

Player's Name (Printed): _____

Parent or Guardian Name (Printed): _____

Parent or Guardian Signature: _____ Date: _____